

CITY OF MOUNTLAKE TERRACE
Snohomish County, Washington
January 1, 1992 Through December 31, 1992

Schedule Of Findings

1. Minutes For All City Council Meetings Need To Be Recorded

During the audit period, January 1, 1992, through December 31, 1992, the city held regular special meetings, usually on Thursdays, before the "regular" board meetings. These additional meetings, called "preliminary agenda workshops" by the city, were not properly recorded as required. Additionally, the council met for workshops and joint meetings with other governmental agencies during 1992 without recording minutes.

RCW 42.32.030 requires:

The minutes of all regular and special meetings except executive sessions . . . shall be promptly recorded and such records shall be open to public inspection.

City officials believed that they were not taking any "action" during these meetings, but were using these meetings to discuss, review, and prepare for their regular meeting, and therefore, were not subject to the open meeting law.

City officials were not aware that Laws of 1985, Chapter 366, paragraph 1 amended RCW 42.30.020 (3) to include:

(3) "Action" means . . . including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations . . . (1985 amendments underlined)

Because city officials did not prepare minutes for all meetings held during 1992, the public did not have access to complete discussions and presentations offered during these meetings.

We recommend that city officials record and maintain minutes for all regular and special meetings as required by law, and city officials familiarize themselves with all the provisions of Chapter 42.30 RCW.